**Yale University Educational Fellowship, Academic Year 2019-20**

We intend to appoint a recent Yale Graduate who has concentrated in any academic discipline appropriately related to the school curriculum to be resident in Oakham School for the next academic year. This is an academic post involving both teaching and pastoral duties, as well as a focus on preparing pupils for application to universities in the USA. There is also the opportunity to develop individual interests. The current Fellow is the tenth Yale graduate post-holder. To reflect ties between the School and Yale, the appointee will be known in Oakham as the Yale Fellow, to be in residence by the end of August 2019. Accommodation in a boarding house will be available until the beginning of July 2020, including during school vacation time.

**School Profile**

Oakham School was founded in 1584 and is an independent boarding and day school with approximately 1100 pupils located in the East Midlands of England. All students and staff are attached to a school House. Students take the national GCSE examination at 16+ and then at 18+, students opt for either the GCE (A Level) or the International Baccalaureate (IB) Diploma, both two-year courses. The school offers over 20 honours subjects. Each pupil has an Academic Tutor who fulfils the role of ‘counselor’. Average attainment is currently around AAB at A2 level and at least 36 diploma points in the IB (world average is lower than 30 points). The graduating year (Form 7) typically comprises 200 students, most of whom progress to university in any one year. The hallmark of the school is its ‘total curriculum’, illustrated through an extensive Voluntary Action programme and fundraising activities. In addition to many academic and sporting trips and tours, the establishment of a regular link with a school in Kenya and an educational project in The Philippines are recent international ventures. Oakham School is the only institution in the world to have recorded 1000 Duke of Edinburgh awards at Gold Level. We offer 30 sports: Old Oakhamians can be found in national sailing, cricket and rugby squads. Drama is equally as important: in addition to the regular large productions, each House competes for the MacFadyen Shield (the *Pride and Prejudice* actor Mathew MacFadyen is a former pupil). The school boasts five choirs; we perform around 80 concerts a year. Work in art is extensive and varied; the Art Department organises a biennial trip to New York art museums. The school is an Anglican foundation.

**Responsibilities**

The Fellow will be a member of the Careers Department, part of an Academic Department and a Resident Tutor in a school boarding house. Duties will include:

* Preparation of pupils for application to USA Universities. This includes offering advice and help on selecting universities in the USA, attending events in school (such as the annual Careers Fair) as well as out of school (USA College Day in London), giving presentations to pupils about Higher Education in North America and running SAT classes, under the direction of the Head of Careers and Higher Education. Experience of SAT tutoring is highly desirable as this is an important aspect of the job.
* To fulfil the role of Resident Tutor in a boarding house. This includes contributing to the running of the house, monitoring the wellbeing of pupils, and assisting with trips and events.
* Involvement in classroom teaching in a school academic department (subject to the agreement of the relevant Head of Department and following a period of training). The Fellow may also teach IB Theory of Knowledge and undertake extension teaching related to their main area of academic interest, as arranged with appropriate subject specialists in the school. Experience of mentoring while at Yale would be an advantage.
* The ability to be able to offer some contribution to the School’s non-academic curriculum (for example sport, music, drama, voluntary action) although not essential would be of interest.
* The Fellow is expected to contribute to the life of the school in general.

**Remuneration**

The current salary for this post is £10200 per annum (for 10 months), and will be subject to the Trustees’ annual pay review in the summer. In addition, subject to agreement, the school will expect to pay for (a) the UK Border Agency Visa fee and (b) two return flights to the USA. Accommodation (and meals in term time) are provided. UK Border Agency visa Tier 5 (Intern) requirements have to be met, the paperwork for which will be required by April 2017.

**Key qualities**

* Enthusiasm. You must enjoy the company of children!
* Flexibility. This is not a 9-5 job! The teaching staff of the school is well qualified and diverse in their interests, background and experience. Many activities occur in the evening and weekends, requiring liaison with many different faculty and students.
* Teamwork. The appointee must work closely with a variety of people including members of their House, the Careers Department, academic and tutorial staff.

**General**

* The Fellow is encouraged to develop their own interests, both academic and extracurricular, and to offer these to the school whenever relevant.
* The appointee will always be part of a team, whether in the boarding house or working with those involved in academic progression in the school. The appointee will never be put into a situation for which they are unprepared or where they would have to assume sole responsibility for a role. Suitable induction will be provided for any area of the job that is unfamiliar.

**Application procedure**

1. Consult the school website ([www.oakham.rutland.sch.uk](http://www.oakham.rutland.sch.uk) ) and if necessary, discuss the post with Rebekah Westphal, Director of Fellowship Programmes, Yale College (rebekah.westphal@yale.edu ). The current Fellow Zoe Kempf-Harris is also very happy to be contacted for an informal discussion about the job in the first instance. (zkh@oakham.rutland.sch.uk ).
2. Application will be by submission of a resume / CV and a letter briefly explaining why you are interested in the post and what you hope to get out of the year with us. We will need the names and contact details of two referees. One of these should be someone who has taught you and can provide an academic recommendation. We are also interested in receiving comments from those with knowledge of your experience of working as part of a team. Documents should be sent to Mrs Claire Betts, Personnel Manager at the School (ccb@oakham.rutland.sch.uk ) by Friday 1 March 2019.
3. The Head of Careers (Pippa Gibbs) will hold initial skype interviews. The final telephone interview will be held with the Headmaster by arrangement in March/April 2019.